

SCHOLARSHARE INVESTMENT BOARD

915 CAPITOL MALL

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

(916) 653-3100

**JOB OPPORTUNITY BULLETIN**

Class: Staff Services Analyst
Tenure: Permanent
Time Base: Full Time
Salary: \$2724 - \$4300

Pending Budget Approval 07/08 Fiscal Year

Under the supervision of the Staff Services Manager I, this position performs ScholarShare's direct day-to-day oversight of --and interaction with-- the program manager to assure compliance with state and federal laws, regulations, fiduciary duties of the Board, and other related analytical duties.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Track proposed state/federal law and regulations, requests, advisories and rules promulgated by regulatory agencies; research and be responsible for knowing and verifying vendor and subcontractor compliance with all applicable existing laws, regulations and rules of the various regulatory agencies; provide briefings to manager, executive director and Board as required.
- With input and consultation of manager and executive director, perform direct day-to-day oversight of --and interaction with-- the program manager; work directly with the vendor on investments, administration and in-house customer service; perform quality assurance checks via discussions with customer contacts and sampling of customer experience in visiting and calling vendor locations; ensure that Board's lawful responsibilities to account holders are being properly handled by weekly conference call meetings with vendor; ongoing verification of vendor and subcontractors compliance with Board promulgated guidelines, as well as with Board and staff inquiries and mandates.
- With manager, executive director and others, meet with members of the Treasurer's staff, news media, and the Board regarding compliance; assist manager, executive director with preparation, composition and delivery of reports on compliance findings, recommendations; meet with executives of investment and financial institutions, private sector organizations and officials of federal, state and local governments, legislators and stakeholders regarding proposals affecting compliance/regulatory issues. Assist as back-up for primary analyst.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.
- Familiarity with personal computers and Microsoft products.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position. Only the most qualified candidates will be interviewed.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "302-001-5157-002" next to the classification on your application/resume, i.e. Staff Services Analyst, SIB (302-001-5157-002).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The TCAC complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact Personnel at (916) 653-3100 or TDD (916) 654-9922.